

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 21 JANUARY 2021

Clerk to Berkswell Parish Council
Mr R Wilson
PO Box 6379
Coventry
CV6 9LP

Tel: 07801 042623

Email: clerk@berkswellparishcouncil.org.uk

TO ALL PARISH COUNCILLORS

Sir/Madam

You are hereby summoned to attend the Ordinary Meeting of the Parish Council of Berkswell to be held virtually using the Zoom video conferencing facility on Thursday 21 January 2021 at 7:00pm for the purpose of transacting the following business. Instructions to Councillors and members of the public wishing to attend this meeting are available on the Berkswell Parish Council website.

Mr R Wilson
Clerk to Berkswell Parish Council

15 January 2021

Guidance on How to Join this meeting

On-line Access

To Join the Meeting from any suitable device (e.g. laptop, smartphone, tablet etc) click on the following link and follow the instructions. **Please allow sufficient time to register as the meeting will start promptly at 7:00pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/82789624452?pwd=NUFINzhxckFmL1hWV2dubWJlWnNqUT09>

Meeting ID: 827 8962 4452

Passcode: 800659

By Phone

To join the meeting by telephone please call any one of the following numbers:

- +44 203 051 2874 United Kingdom
- +44 203 481 5237 United Kingdom
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When requested to do so enter/provide the following:

Meeting ID: 827 8962 4452

Passcode: 800659

Find your local number: <https://us02web.zoom.us/j/kcrqL6cCFA>

Guidance and tips for participation:

We ask all participants to keep their microphones on Mute unless they are speaking. Our microphones pick up a lot of background noise and when everyone has the microphones unmuted, it can get really noisy.

Agenda

1. **Attendance**
2. **Apologies for absence**
3. **Acceptance of apologies for absence**
4. **Declarations of Interest**
 - a. To receive declarations of interest from Councillors on items on the agenda
 - b. To receive written requests for disclosing pecuniary interests
 - c. To consider any requests for dispensations as appropriate
 - d. Councillors are reminded to update their Notice of Registrable Interests'. It is a requirement that councillors update the Register within 28 days of a change to any Disclosable Pecuniary Interest. Councillors to note that the current register is available via the following link <http://eservices.solihull.gov.uk/mgInternet/mgParishCouncilDetails.aspx?ID=235&LS=3>
5. **To approve Minutes of the following meeting:**
 Extraordinary Meeting of the Council held on 8 December 2020
 Extraordinary Meeting of the Council held on 14 January 2021
6. **Matters arising from the previous meeting requiring attention**
7. **Open Forum**
 Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes
8. **Borough Councillor's Report.**
9. **Planning Applications**
 - a. Planning violations
 - i. Hawkhurst Moor – no further update received
 - b. Council to note the status of correspondence the Clerk has had with SMBC on behalf of the Council during lockdown (as circulated). There have been no updates to this item.
 - c. Planning applications relating to Berkswell are routinely forwarded on to Parish Council Members by the Clerk for their consideration and their individual response if required. Any councillor may request an application should be included on an Ordinary Meeting agenda or apply to the Chairman for an Extraordinary Meeting to consider an application requiring discussion and possible Parish Council comment. There has been one requests to consider the following application at this meeting. An extension to the response date was requested and granted up to 21 January (today).

Ref	Location	Proposal	Response Date
2020/02828	Truggist Hill Farm Truggist Lane Berkswell Solihull	Retrospective planning application for the erection of a barn.	21/01/21

- d. Planning Application 2020/02828 – Council to consider the following motion: *“Council to object to planning application PL/2020/02828/MINFOT, Erection of a barn Truggist Hill Farm, on the grounds of obstruction of footpath M191, non-compliance with Policies P10 Natural Environment and P17 Countryside and Green Belt, and inaccuracy of the route of the public footpath shown on the Plan”.*

10. Financial Matters

- a. The following is a list of payments made using NatWest Bankline since the last Ordinary Meeting of the Council on 19 November 2020:

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Payment made	Date	Approval	Payment Method	Gross Amount £	VAT £
R Wilson – Clerk’s November salary	19/11/20	Contract	Bank Transfer	redacted	0.00
D Edwards – reimbursement of Zoom subscriptions for September, October & November 2020	20/11/20	19/11/20 Item 10b	Bank Transfer	43.17	0.00
R Wilson – reimbursement of cost of XPS 15 Laptop to replace existing Council laptop damaged beyond repair	26/11/20	12/11/20 Item 5	Bank Transfer	2,453.05	404.71
Caroline Joiner – Berkswell Autumn Planting	17/12/20	Heritage & Maintenance	Bank Transfer	302.90	0.00
Councillor Allowances – Oct to Dec 2020	17/12/20	Statutory	Bank Transfer	848.27	0.00
HMRC – Paye & NI Oct to Dec 2020	17/12/20	Statutory	Bank Transfer	1,018.39	0.00
ICS Print & Reprographics – Berkswell Traffic Project - posters	17/12/20	Communication s	Bank Transfer	30.00	5.00
R Wilson – December salary	17/12/20	Contract	Bank Transfer	redacted	0.00
Balsall Parish Council – share of VE Day set up costs	23/12/20	S. 137	Bank Transfer	39.70	0.00
A Burrow – reimbursement for purchase of Xmas tree accessories	23/12/20	19/11/20 Item 18j	Bank Transfer	21.00	0.00
R Wilson – reimbursement for purchase of printer ink cartridges	23/12/20	Admin	Bank Transfer	94.72	15.78
Balsall Parish Council – contribution to Xmas lights 2020	23/12/20	S. 137	Bank Transfer	1,000.00	0.00
Midland Forestry – emergency tree works	23/12/20	Emergency Powers	Bank Transfer	1,704.00	284.00
F Weetman Son – Xmas trees	05/01/21	19/11/20 Item 18j	Bank Transfer	509.03	84.84
RSK Biocensus – Barratts Farm Wildlife corridor study	08/01/21	12/11/20 Item 6b iv	Bank Transfer	3,000.00	500.00
Total (Ex Clerk’s salary)				11,064.23	1,293.79

- b. There are no invoice payments for approval. The interim process for authorising and making payments agreed in June 2020, to reflect the impact of the COVID pandemic, is still in operation.
- c. Payments received – There are no new receipts to report
- d. Bank Account balance – Council to note that the council’s bank balance as at 14 January 2021 was £49,547.51.
- e. New Bank Account
 - i. Council to note that the application to the Co-Operative bank to transfer from NatWest to a Community Account with the Co-Op has been rejected on the basis that a Parish Council is not eligible for such an account. This is despite the Clerk clarifying with the Co-Operative bank before embarking on the application process and was verbally told that the Parish Council did qualify. The Clerk will continue to look for other options in consultation with the Chairman..
- f. Council to agree the following motion: “Council agrees to review draft Solihull Plan and seek advice from Solihull MBC, in order to prepare a forecast of likely CIL receipts during the Plan period based on predicted completions, estimated gross floor areas, and predicted CIL rates.

11. 2021/22 Budget – Council to note that the Clerk has submitted the 2021/22 Parish Precept Notice to SMBC.

12. Policies and Procedures

- a. Grant Awarding Policy – Council to agree the following motion: *“Council to approve the recommendations of Cllr Lloyd’s discussion paper of 16 November 2020”*.

13. Risk Management

- a. Council to discuss any new finance and risk events – none have been reported
- b. Health and Safety and our contractors – Council to consider what action, if any, is needed to ensure that our contractors carrying out manual work, such as repairs and grass cutting, have appropriate Health & Safety procedures in place. Council to agree the Chairman and the Clerk will review the matter and recommend a course of action to the Council in due course.
- c. Council to note that a review of the existing risk framework in light of Covid-19 and new guidance from NALC and BHIB Councils Insurance, will be carried out before the end of 2020/21

14. Actions Arising from Previous Meetings

- a. Council to note the status of agreed actions from previous meetings as circulated (a copy is available on the Council website)

15. Correspondence

- i. CCTV for the Spinney Car Park – a resident has written to comment on late night activities in the Spinney and asks if CCTV might be installed to monitor such behaviour. Council to consider options for moving this matter forward.
- ii. The new proprietor of the Village Stores in Berkswell has been in touch and would like to introduce herself and her plans to the Parish Council.
- iii. A resident has written to the Council, and shared correspondence between himself and SMBC, regarding the litter situation in Balsall Common. Council to agree the following motion: *“Council to agree replying to residents letter as in the draft response previously circulated”*

16. Ongoing References

- a. Review of inventory of land and assets
 - i. Kelsey Lane Bus Shelter – the Clerk is still awaiting a response from HMLR.
 - ii. Council to note that a physical inspection of Council assets is required before the end of March 2021
- b. Balsall Common Village Centre Master Plan
 - i. Council to note that ARUP have commenced the delivery of the Master Plan consultancy in line with their successful proposal.
 - ii. Council to note that over 80 residents covering a broad spectrum have been invited to 10 focus groups. Further work is being undertaken (at the time of the agenda) to involve residents with disabilities.
 - iii. Council to note the programme for the project circulated with the agenda and available on the Council’s website.
- c. Rights of Way
 - i. Section 56 Notice
 - Council to note that there has been no detailed response to date
 - Council to consider the following motion: *“In the absence of a satisfactory response from the Highway Authority, Council to (a) instruct a solicitor to consider the correspondence and serve a Complaint under section 56(2) or section 56(4) as thought appropriate, and (b) notify the Highway Authority that this action is being taken”*.
 - ii. Possible diversion of M222 at Hill House Farm – SMBC has responded as follows: *“As objections have been raised at this pre-consultation stage I will now inform the landowner that the council will not support a formal application to divert the path at the current time; should the landowner then come back to us with any alternative proposals we may need to revisit this matter”*.

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- d. Tree Works
 - i. Council to note that all the tree works recommended to be carried out in 2020/21 have now been completed by Midland Forestry Ltd
 - ii. Council to note that Midland Forestry Ltd have submitted a quote to carry out recommended 'year 2' works in 2021/22. The 2021/22 budget has a provision for these works.
- e. Tree Planters in Balsall Common Village Centre – Council to note that the project progression is dependent upon Balsall PC within whose parish 4 of the 6 trees will sit.
- f. The Berkswell Project
 - i. Meriden Road pavement - Council to agree the following motion: “ *This Council authorises the Clerk to make all necessary arrangements with SMBC*
 - *To facilitate the building of a pavement on spinney land adjacent to the Meriden Road car park for the full length of the spinney.*
 - *To sign an appropriate agreement to that effect with SMBC responsible for ongoing maintenance and the restoration of a suitable fence.*
 - *The Berkswell project to mark out the spinney car park to maximise parking. Maintenance responsibility to remain with the PC.*”
 - ii. Riddings Hill Fruit Trees – Council to note that the purchase and delivery of these trees was to be coordinated with a larger number of trees with Balsall PC. Those trees are delayed and might never happen. It is proposed to progress as soon as lockdown rules and leadership allow.
- g. War Memorial – Council to note report from the church architect which recommends stripping of the current bitumen sealant, preparing the surface and then recoating with sealant. Council is asked to approve that the Council uses its section 137 powers to undertake this work (NB the war memorial was erected by public subscription and is not owned by either the PC or Church)

17. Training and Meetings – Nothing to report

18. Heritage and Community

- a. Councillor Don Hitchcock (Dec'd) – Council to note that a memorial disease-resistant Elm tree was planted in the Grange Public Open Space by SMBC on 14 December. Two of late Councillor Hitchcock's immediate family and two Tree Wardens were present.
- b. HS2
 - i. Council to note that the HS2 Implementation Advisory Group met on 17 December 2020. Council to note the report from Cllr Lloyd
 - ii. Council to note that the temporary greenway has still not yet opened. However, it was opened between the Berkswell Station end and Old Waste Lane in October 2020 following intense work by Councillors Burrow and Drake with LM Joint venture and together with the permissive footpath to the east of the Greenway this is a very popular route with residents because it is relatively mud free.
- c. Airport Consultative Committee, 3 December, and Noise Sub-group, 17 December - Council to note report from Cllr Lloyd

19. Next Meetings

The next meeting of the Council has will be on 18 March 2021 to commence at 7pm..

Signed: Mr Richard Wilson



Clerk

Public and Press are welcome to attend